



# PRODUCTIVE LABORATORY (PL) TRAINING

- Productive Lab (PL) Training is a training delivery method defined as hands-on instruction or skill acquisition under the constant and direct guidance of a qualified trainer. Laboratory training may require the use of specialized equipment or facilities.
- Laboratory training may be conducted in a simulated work setting or at a productive work setting.
  - a) "Simulated Laboratory training" is reimbursable at the class/lab rate.
  - b) "Productive Laboratory training" is also reimbursable at the class/lab rate but only as approved by the Panel on a case-by-case basis, for good cause shown.
- Justifications: Written justifications are required for all PL requests during project development or the revision process. Justifications are to include why class/simulated lab is not an adequate means of training delivery. Descriptive information must be provided to substantiate why the Panel should fund PL. A ETP PL Worksheet is available for outlining the details required.
  - *Examples include data on significant investments by the employer in new facilities and equipment; and information on how PL will support employee retention, a company's expansion, and/or business attraction resulting in job creation.*

## Training Delivery Requirements:

- Training must be delivered at the worksite during company time.
  - Training must be under direct supervision of a qualified instructor, using actual tools, equipment, documents or materials that will be used once training is completed.
  - Training must be directly related to a trainee's job requirements.
  - The trainer must be present and participating during the entire time training is delivered.
  - The trainer's time must be dedicated exclusively to instruction during all hours of training.
  - Trainers must be relieved of any other duties/obligations, including supervisory, while providing instruction.
  - The training sessions must be conducted at a site that is open and accessible to ETP monitors consistent with Section 4443.
  - The trainer to trainee ratio for PL should not exceed 1:1. (A request for up to 1:3 may be presented to the Panel only with detailed justification).
  - Small Business is capped at a maximum of 24 hours of PL training.
  - Large Business is capped at a maximum of 60 hours of PL training (with a preference of 40).
- Standard Reimbursement Rates apply

For further information regarding this Pilot program, please contact [ETP's Economic Development Unit](#), or call 916-327-5258.